

Leave Run out Report

QUICK REFERENCE GUIDE

Use this procedure to run the Leave Runout Report.

ZTM_LEAVE_RUNOUT

Perform this procedure when you need to project when employee's leave balances will runout, i.e., for an FMLA or Leave Sharing event.

Prerequisites:

- Employee is active in KHRIS
- You have access to the employee
- Employee must have a leave balance in either



Enter the Transaction code (ZTM_LEAVE_RUNOUT) in the command field

Click the green check





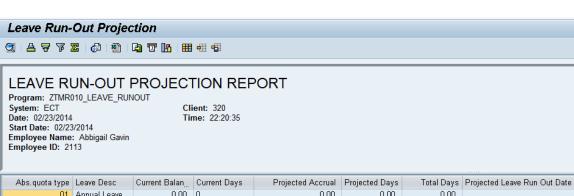


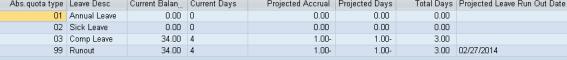
Enter the **PERNR** in the Personnel Number field

Enter the first day of the leave in the Begin Date field

Select the **type of leave** to use. You can select any combination of leave types.

Click the **Execute** button







Disclaimer: This projection is only an estimate and is not guaranteed to be an official or accurate leave run out date. The Human Resource Administrator should verify all dates and leave amounts. This estimating tool uses criteria established in and supported by KRS 18A and applicable regulations. The estimate assumes future accruals based upon the employee's work schedule and months of service and assumes that sufficient hours will be worked or compensated each month for future accrual. This estimating tool does not include annual leave awards from the Employee Evaluation process until the time is added to the employee balance. It does not take into consideration the rollover of excess annual leave to sick leave, based upon months of service, at the end of the calendar year.